Computer Use Checklist

These are common computer skills. For each item, check if you know how to do it or not, and if you would like to learn this.

This checklist helps us know what computer skills you need and how to help you with your learning.

Computer Use Skills	I know how to do this	I don't know how to do this	I want to learn this
Understand computer words such as: • Mouse • Download • Click • Software • PDF • Scroll • Cursor • Desktop, etc.			
Turn on and shutdown a computer			
Use a mouse to move the cursor, click, double-click, left-click, right-click, and scroll			
Type on a keyboard			
Find and open the program you want			
Save an item to my computer and find it later			
Save an item to a USB or memory stick and find it later			
Create and organize files to save my documents			
Change a file or document name			
Print a document – in black and white or colour			
Delete files and recover deleted files from the recycle bin			
Scan a document and save it, then find it later			
Create a PDF document of your Word document			

Word Processing Skills	I know how to do this	I don't know how to do this	I want to learn this
Find and open a word processing program, such as Word			
Use the grammar and spell checker			
Change the size, style, and colour of the text			
Make text bold, underlined, and italicized			
Add an image or picture to a document			
Add bullets or numbering to a document			
Save the document to my computer and find it later			
Save the document to a USB or memory stick and find it later			

Internet Use Skills	I know how to do this	I don't know how to do this	I want to learn this
Open and use a search engine such as Google			
Save websites as favourites or bookmark websites			
Log into Wifi in public areas such as libraries or coffee shops			
Save documents to a cloud such as Dropbox or Google Drive			
Create an account to a website			
Find and log in to different website accounts			
Share files or photos on social networking sites			
Refresh a webpage			
Change privacy settings on online profiles, like Facebook			
Create a reflective blog			

Email Use Skills	I know how to do this	I don't know how to do this	I want to learn this
Sign up for a free email account			
Find the email account online and log in			
Create and send a new email			
Open and reply to emails you have received			
Use carbon copy (cc) and blind carbon copy (bcc) in emails			
Add an attachment to an email			
Open attachments from emails you have received			
Create and organize folders to save emails			
Delete an email			
See who sent an email and block spam emails			

Computer Job Search Skills	I know how to do this	I don't know how to do this	I want to learn this
Find a job ad online			
Know how to apply to a job ad online			
Fill out an online job application form			
Send a resume and cover letter by email			

Other Things I Would Like to Learn			

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